



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 12511.1

Code 0100

6 August 1997

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 12511.1

From: Commanding Officer

Subj: PROCESSING OF CIVIL SERVICE POSITION/JOB DESCRIPTIONS

Ref: (a) CCO 12511.1D
(b) CPI 511
(c) CPI 532-1
(d) SECNAVINST 12510.9
(e) NAVHOSP29PALMSINST 5310.1

Encl: (1) Position Description (OF-8)
(2) Instructions for Preparing Descriptions of Non-Supervisory GS Positions (Factor Evaluation System (FES) Format)
(3) Instructions for Preparing Descriptions of Supervisory GS Positions
(4) Instructions for Preparing Descriptions of Non-Supervisory WG Positions
(5) Instructions for Preparing Descriptions of Supervisory WG Positions

1. Purpose. To provide instructions for the submission and classification of General Schedule (GS) and Federal Wage System (WG) job descriptions per references (a) through (d).

2. Background

a. The GS classification system outlines procedures for defining positions by occupational group, series, and class, according to similarities and differences in duties, responsibilities and qualification requirements. The system is described in reference (b).

b. The Wage Grade System is based upon two principles:

(1) That wages shall be fixed and adjusted from time to time consistent with the public interest and following prevailing rates.

(2) That there shall be equal pay for substantially equal work; and pay distinctions shall be maintained in keeping with work distinctions. The system is described in reference (c).

3. Responsibility

a. Supervisors shall:

(1) Review positions to maximize production and manpower utilization by taking advantage of available skills and abilities, eliminating unnecessary work, and assigning duties and responsibilities to civilian personnel per position management practices as outlined in reference (e).

(2) Ensuring that no duplication of supervisory or administrative duties exists.

(3) Write and maintain accurate and current position/job descriptions, submitting redescrptions, amendments or revisions as mission, organizational, or regulatory requirements dictate, and certifying the Optional Form 8 (OF8), see enclosure (1)

(4) Expedite the accomplishment of periodic position reviews as required.

(5) Ensure that all employees are provided copies of their Position Description (PD), are aware of their duties and responsibilities, and are notified when changes occur.

(6) Review PDs for accuracy when initiating personnel actions and employee annual performance evaluations.

(7) Keeping employees informed regarding procedures and appeal rights.

(8) Write abbreviated PD's for military positions under their supervision.

b. Employees shall

(1) Maintain accurate and current PDs by bringing to the attention of their supervisor any major changes in duties or responsibilities which occur.

c. Administrative Officer (Classifier) shall:

(1) Provide technical and administrative advice, and assistance concerning classification and grading principles, policies, and procedures to supervisors. Shall also do classification evaluations.

(2) Review drafts of PD's for completeness and clarity.

Reviews may include position management issues such as proper work distribution, excessive supervisory layering, duplication of duties, appropriateness or validity of duties, proper organizational location, excessively inflated responsibilities and duties, and repeated submission of PDs in order to obtain grade increases.

(3) Work with supervisors on position management issues such as possible alternative position grades or series in order to better accommodate position management goals.

4. Action

a. Amendments. Amending PDs should be considered prior to writing a new PD. An amendment describes only the changes involved, with reference to specific paragraphs of the basic PD. An amendment should be used when no more than one page is required to list and explain the changes. However, a PD may not be amended more than twice, nor may an amendment be used if it changes the grade level of the position/job.

b. PD Modifications and changes. The submission of a re-described or modified PD is justifiable only under the following conditions, and will require the signature of the supervisor on enclosure (1).

(1) When a change in mission requires the addition or deletion of duties and/or responsibilities.

(2) When a change in governing regulations or directives requires the addition or deletion of duties and responsibilities.

(3) When a proposed unit reorganization will achieve increased efficiency and effectiveness by redistributing duties or responsibilities.

(4) When a position is vacated and changing the scope of the duties and responsibilities of that position will result in greater effectiveness and efficiency.

c. Statement of Difference

(1) When one or more non-supervisory positions/jobs in an organization are substantially similar but not identical to each other, full descriptions need not be prepared. Instead, a Statement of Difference may be submitted using enclosure (1) and an attached sheet outlining the differences, i.e. supervisory chain, physical location, different equipment, etc.

(2) When recruiting for a position that is below the full performance level and no PD exists at the lower level, a Statement of Difference may be submitted. The following is a statement that would be described: "This position performs duties similar to those described in position description PD# except that the incumbent works under a closer degree of supervision, receiving more detailed instructions relative to the performance of new, unusual, or more complex assignments. This position has promotional potential to the grade level as described in PD#.

d. Processing PD's

(1) Effective position classification/job grading depends on the information in the position description, information obtained from organization charts and related documents, and information obtained through work audits. Descriptions must be comprehensive, clear, currently accurate, and concise in order to meet Office of Personnel Management and Department of the Navy standards of adequacy. When writing position descriptions, it is essential to adhere to facts regarding the position. Supervisors are responsible for deciding what the duties and responsibilities of each position/job shall be, within the limits of authorized organization and functional statements. Position descriptions will not be written to achieve a predetermined grade level; rather they should accurately describe a specific set of duties necessary to accomplish a given job.

(2) To ensure proper credit is given, it is good practice to include the percentage of time spent on each major duty. Duties which entail less than 10 percent of the incumbent's time need not be included in the PD unless the accumulation of several are equal to or exceed 10 percent. If this is the case, combine these smaller duties into one paragraph or section.

(3) Guidelines for the preparation of GS and WG Position Descriptions are contained in enclosures (2) through (5).

(4) Those positions which have military supervisors must be accompanied by an abbreviated billet description of the supervisor. In addition, positions having full supervisory authority (administrative and technical) over military positions will be accompanied by an abbreviated billet description for those military positions supervised by the proposed supervisory PD.

e. Final Classification of Position Descriptions

(1) The Administrative Officer will determine the validity of the duties, responsibilities, and organizational location of the proposed position. Changes to the PD resulting from the validation process will be coordinated with the submitting official.

(2) The Administrative Officer will review the PD to ensure that it meets prescribed standards of adequacy, further clarifying, simplifying, or elaborating as required. The title, series, and grade of the PD will be determined by the appropriate classification standards. Enclosure (1) will then be completed and signed by the Administrative Officer.

(3) Once the classification process is complete, the Administrative Officer forwards the package for the following signatures, before sending it to the Human Resources Office for final approval::

- (a) Supervisor
- (b) Comptroller
- (c) Commanding Officer

(4) After final approval from the Human Resources Office, a copy is sent back to the Administrative Officer who maintains a copy, and provides a copy to the supervisor. The supervisor is responsible for providing a copy to their employee.

(5) Officials who certify PDs must understand that signing enclosure (1) is tantamount to signing a public voucher; Any supervisor or employee who certifies a PD as current and accurate when they know that such is not the case, is participating in the falsification of a government document. Such action may lead to the misallocation of public funds and may constitute grounds for disciplinary and/or legal action.



R. S. KAYLER

Distribution:
List A

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																																																											
Explanation (Show any positions replaced)										7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests										9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																					
										10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither										12. Sensitivity <input type="checkbox"/> 1—Non-Sensitive <input type="checkbox"/> 3—Critical Sensitive <input type="checkbox"/> 2—Noncritical Sensitive <input type="checkbox"/> 4—Special Sensitive										13. Competitive Level Code										14. Agency Use																																																	
15. Classified/Graded by										Official Title of Position																														Pay Plan										Occupational Code										Grade										Initials										Date																			
a. U.S. Office of Personnel Management																																																																																																			
b. Department, Agency or Establishment																																																																																																			
c. Second Level Review																																																																																																			
d. First Level Review																																																																																																			
e. Recommended by Supervisor or Initiating Office																																																																																																			
16. Organizational Title of Position (if different from official title)																														17. Name of Employee (if vacant, specify)																																																																					
18. Department, Agency, or Establishment																														c. Third Subdivision																																																																					
a. First Subdivision																														d. Fourth Subdivision																																																																					
b. Second Subdivision																														e. Fifth Subdivision																																																																					
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.																														Signature of Employee (optional)																																																																					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the																														knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																																					
a. Typed Name and Title of Immediate Supervisor																														b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																																					
Signature															Date															Signature															Date																																																						
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																														22. Position Classification Standards Used in Classifying/Grading Position																																																																					
Typed Name and Title of Official Taking Action																														Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																																					
Signature															Date																																																																																				
23. Position Review										Initials										Date										Initials										Date										Initials										Date										Initials										Date																			
a. Employee (optional)																																																																																																			
b. Supervisor																																																																																																			
c. Classifier																																																																																																			
24. Remarks																																																																																																			

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing OPM Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, non-critical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF NON-SUPERVISORY
GS POSITIONS (FACTOR EVALUATION SYSTEM (FES) FORMAT)

A PD should have enough information for carrying out personnel activities such as classifying the position, deciding whether or not it is exempt or nonexempt from the Fair Labor Standards Act, and determine the factors important for recruitment. For classification under the Factor Evaluation System (FES), a PD must be in the FES format outlined below. There are still some classification standards that use the old narrative format. However, recommend that all GS PD's be written in the FES format.

A. INTRODUCTION. A short description of the organizational location and primary purpose of the position.

B. MAJOR DUTIES

The duties section of the PD should answer the question, "What does the employee do in this position?" It should briefly describe the major duties performed in plain, clear language. Duties may be listed in order of their importance or in the sequence in which they occur. You may group related duties according to function. Include percentages of time spent on major duties involving distinctly different kinds or levels of work. Use active verbs in your description. If incidental duties are described, explain how often they occur.

C. FACTORS. The description of the major duties and the evaluation factors should complement each other. Information under major duties is often expanded upon in describing the factors. Statements made in the factor descriptions must be related to (supported by) the major duties. When a position has two or more distinctly different kinds or levels of work, each must be evaluated separately. Therefore, in describing the factors for these mixed-grade and/or mixed-occupation positions, it is essential that significant differences in the factors relating to different kinds or levels of work be made clear. The nine factors are listed below:

FACTOR 1: Knowledge Required by the Position. Kind or nature of knowledge and skills needed and how they are used in doing the work.

FACTOR 2: Supervisor Controls. How the work is assigned to the employee, the employee's responsibility for carrying out the work, and how the work is reviewed.

NAVHOSP29PALMSINST 12511.1
6 August 1997

FACTOR 3: Guidelines. The nature of guidelines available to the employee for performance of work, and judgement needed to apply the guidelines or develop new guides.

FACTOR 4: Complexity. Nature of the assignments, difficulty in identifying what needs to be done, and difficulty and originality involved in performing the work.

FACTOR 5: Scope and Effect. Purpose of the work and impact of the work product or service.

FACTOR 6: Personal Contacts. People and conditions under which contacts are made (except supervisor).

FACTOR 7: Purpose of Contacts. Reasons for contacts in Factor 6. Skill needed to accomplish work through person-to-person activities.

FACTOR 8: Physical Demands. The nature, frequency, and intensity of any physical activity.

FACTOR 9: Work Environment. The risks and discomforts imposed by physical surroundings and the safety precautions necessary to avoid accidents of discomfort.

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF SUPERVISORY GS POSITIONS

Each description of a supervisory position must contain sufficient information in such detail as will allow systematic analysis of duties, responsibilities, and qualification requirements. A false assumption is often made that each succeeding organizational layer of supervision automatically warrants an additional grade level. Grade level differences can be justified only by reference to actual and substantial differences in difficulty and responsibility. These differences must be documented. Therefore, the following information, in addition to personally performed (non-supervisory) work, must be in each supervisory PD. Enclosure (2) is the recommended format to ensure both personally performed work and supervisory responsibilities are properly credited.

1. SCOPE AND EFFECT. This element assesses:

- * The position's delegated responsibilities, whether administrative, functional, or program, including the organizational and geographic scope of such responsibilities; and

- * The impact of the work both within and outside the immediate organization.

2. ACCOUNTABILITY AND IMPORTANCE. Who does the incumbent report to? What level?

3. AUTHORITY AND RESPONSIBILITY. Covers the delegated supervisory and managerial authorities and responsibilities which are exercised on a regular and recurring basis. Such as:

- * Plan and/or schedule of work,
- * Evaluate work,
- * Give advice,
- * Interview candidates,
- * Hear and resolve complaints,
- * Effect disciplinary measures,
- * Recommend promotions, etc.

NAVHOSP29PALMSINST 12511.1
6 August 1997

4. NATURE AND PURPOSE OF CONTACTS

a. Types of persons, the setting, and the difficulty of making contacts associated with supervisory and managerial work.

b. The nature of advisory, representational, decision making, and negotiating responsibilities inherent in official contacts.

5. DIFFICULTY AND COMPLEXITY OF BASE WORK DIRECTED. What is the grade level of work supervised?

6. CONDITIONS WHICH ADD TO THE DIFFICULTY OF SUPERVISION. This element measures the extent that various conditions, each of which may or may not pertain to a specific position, add to the difficulty of carrying out supervisory duties, authorities, and responsibilities. These conditions include:

- * Alternate shift operations,
- * Physical dispersion,
- * Rapid employee turnover,
- * Variety of work directed,
- * Labor relations and bargaining issues,
- * Constantly changing work processes and technology,
- * Extent of internal coordination required, and
- * Aspects of managerial decision making.

INSTRUCTIONS FOR PREPARING JOB DESCRIPTIONS
OF NON-SUPERVISORY WAGE GRADE POSITIONS

SECTION 1: JOB SUMMARY

A brief summary statement to give an over-all picture of the scope of work performed, the principle work methods used, the purpose of the work (if not obvious), and the organizational location. The job summary will be usually one or two sentences long. It should clearly "mark off" the job from any allied job.

SECTION 2: TYPICAL WORK PERFORMED

A brief description of the major tasks which are typical of the job, as found in the activity. The work performed should build up the picture of the job and make clear for each major tasks what the employees do, how they do it, and why the work is done. Although complete, the work performed section of the PD should be concise. It will rarely need to be longer than 300 words. If feasible, indicate the approximate average percentage of time that will be spent on each duty.

Describe the duties in some logical order. For most jobs the simplest is the order in which the duties are commonly performed in the work. For some jobs, the duties may be more easily presented in the order of how much time each requires, or in the order of how important each is in terms of skill, responsibility, difficulty, etc. In any event, be clear, concise, and coherent. Describe only those duties which will be a part of the job as found in the activity. Exclude assignments made on a temporary or emergency basis outside the normal scope of the job being described. Use the term "occasionally" to precede any duty which is logically a part of the job which is performed on the average less than 5 percent of the time.

SECTION 3: FACTOR STATEMENTS

The "Typical Work Performed" section does not always give clear information concerning such factors as underlying knowledge and skills, responsibilities, physical demands, work conditions, etc. Since determining proper pay level depends on comparisons among jobs with regard to such factors, information on these factors is of primary importance. Consider the following representative questions when writing this section of the description:

a. Knowledge and Skill. Does worker: read blueprints, specifications, or sketches? Use arithmetic, geometry, other

practical mathematics? Other background subjects? Lay our work? Make templates? Make jigs or fixtures? Work on a variety of materials? Set up machine or equipment? Operate single machine or equipment? A variety of standard machines? Specialized machines? Follow standard procedures? Perform simple operations? Unusual or difficult operations? Choose from a variety of work methods? Solve work problems by own methods? Know principles and methods of a major field of work, or trade. Use measuring devices? Precision instruments? Work to close tolerances? Apply unusual manual skills?

b. Responsibility. What supervising or instructions does employee receive? Who inspects work? What directions or supervision does employee give? To whom? How many? Are written guides available? How likely is loss or damage to materials, tools, and equipment, or injury to fellow workers? What is extent of possible loss, damage, or injury? Would work of others be interrupted or delayed?

c. Physical Demands. What are the heaviest weights handled? What are average weights handled most of the time? How far are average "carries"? Do other workers assist? Is work pace rapid for long periods of time? Is heavy exertion required continuously? At frequent intervals? Infrequently? Does work require constant sitting, kneeling, crouching, stooping, or climbing ladders? Strained or awkward work positions? Holding vibrating tools? Other unusual physical activities? Does work require close attention of eyes? Color vision? Analysis by "ear"?

d. Working Conditions. What proportion of work is outdoors? Is work outdoors in all weather conditions required? What uncomfortable conditions exist - temperature extremes, smoke, dust, dirt, noise, vibrations, poor illumination, poor ventilation, unpleasant odors, dampness, etc.? How often will employees be exposed to such discomforts? For how long? To what kinds of unusual working conditions is the worker exposed?

SECTION 4: EXPLANATORY STATEMENTS

This section covers points which help distinguish the job from other related jobs in terms of duties and responsibilities, materials worked on, work location and working conditions, and the like. In addition, this section may include, where appropriate, explanation of technical terms, "uncommon" tools and equipment, and similar items.

Enclosure (4)

INSTRUCTIONS FOR PREPARING DESCRIPTIONS
OF SUPERVISORY WAGE GRADE POSITIONS

1. DESCRIPTION OF DUTIES

a. Job Summary. A brief description of the organizational location of the position and the primary purpose of the position.

b. Description of Work Performed. A description of personally performed (non-supervisory) work.

2. EVALUATION FACTORS

FACTOR I: NATURE OF SUPERVISORY RESPONSIBILITY. Concerns the nature of the supervisory duties performed, and the type and degree of responsibility for control over work supervised:

- * Scheduling work operations,
- * Planning use of resources, (i.e., subordinate workers, equipment, facilities, materials, and tools) to accomplish scheduled work,
- * Directing subordinates in performing work assignment, and
- * Carrying out administrative duties.

FACTOR II: LEVEL OF WORK SUPERVISED. Concerns the level and complexity of the work operations supervised, and their effect on the difficulty and responsibility of the supervisor's job.

* Identify the occupation (or various occupations) directly in accomplishing the work assignments and projects which reflect the main purpose or mission of the work operation for which the supervisor is accountable.

* Indicate the grade levels of non-supervisory work accomplished by subordinates who, under normal job controls, perform the work of one or more of the occupations identified above.

FACTOR III. SCOPE OF WORK OPERATIONS SUPERVISED. The following are examples of areas of consideration.

A. Scope of Assigned Work Function and Organizations. The purpose of the establishment of the job in the organization, the extent and nature of the jobs authority in relation to the organizational assignment, and the importance of the position's decisions.

NAVHOSP29PALMSINST 12511.1
6 August 1997

B. Variety of Functions. Type of products and services and variety of occupations and levels of complexity required.

C. Geographic Dispersion. Where are subordinates located?